

SECRET

CFD-7354

Approved For Release 2000/09/08 : CIA-RDP78-04722A000200030030-0

CSA-ED/S 71-1575

28 September 1971

MEMORANDUM FOR: Special Support Assistant -  
Deputy Director for Support

SUBJECT : Time and Attendance Clerk  
Reporting Procedure

REFERENCE :

25X1A

1. Pursuant to your request for an explanation as to the requirement for the Time and Attendance Clerk to arrange the T&A card in accordance with reference instruction, I offer the following:

a. The Control List provides for a detail control over the Time and Attendance cards forwarded to the component. One of the most important reasons for placing the cards in employee number sequence is to have the T&A Clerk check the cards with the control list to ensure that all cards forwarded are being returned so that employees on a positive reporting basis will receive a check. The list provides for the T&A Clerk to make additions (new cards), deletions and other comments applicable to an individual employee's duty status. The annotated list is used by the pay clerk to identify those individuals' T&A cards which require pulling for specific action to be taken by the pay clerk.

b. Equally important is the timely and accurate payment of employee's compensation when the control list indicates that the employee's pay account must be adjusted through pay clerk intervention into the automated pay system. There are approximately 15 items related to time and attendance reporting which may

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downgrading and  
declassification

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SUBJECT: Time and Attendance Clerk Reporting Procedure

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25X9

require action on the part of the pay clerk. As the T&A cards have been placed in numeric sequence by the T&A Clerk, the pay clerk is able to determine immediately by looking at the list those cards which must be pulled and processed outside the routine sorting and batching procedure. The sorting and numerical arrangement by the T&A Clerk, although timely, is of invaluable assistance to Compensation and Tax Division when processing the large volume of T&A's (each pay period), considering that routine, adjusted and pay clerk prepared T&A's must be processed to OCS in less than two days of receipt in the division. If the cards received in C&TD were not in some easily identifiable sequence many additional man-hours would be required to perform payroll's various tasks in preparing the T&A card for OCS processing. Timely participation by numerous people involved is required in order to meet a tight pay-compute schedule.

c. Even after the T&A's have been processed by OCS, edit and verification routines identify errors which must be quickly corrected calling again on T&A Clerk and Payroll Clerk close coordination. By closely controlling the T&A's many chances for omissions and errors are detected early in the pay cycle and appropriate adjustments made to avoid erroneous payment or non-payment of employee's salary.

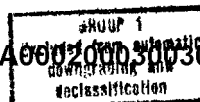
2. Without going into further detail, I believe you can see the importance of controlling the step by step processing of T&A cards. Unfortunately with a limited staff we must find ways of spreading some of the manual tasks which cannot be performed by the automated pay system. Any ideas which may be generated by discussion in your Support meetings would certainly be welcomed.

25X1A

Chief  
Compensation and Tax Division

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Compensation and Tax Division

EXTENSION

NO.

Rm. 702 Key Bldg. X-2071

DATE

28 September 1971

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/C&TD  
702 Key

9/28/71

EW

2.

3. Director of Finance  
1212 Key

9/29 FSB

4.

5. Special Support Assistant  
Deputy Director for  
Support 7D 16 HQS.

FS

6.

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